



Richard J. Codey  
*Acting Governor*

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*Secretary of State*

2005  
***V-FREE* MINI-GRANT  
GUIDELINES AND APPLICATION**



**NO VIOLENCE – NO VANDALISM – NO VICTIMIZATION**



## NEW JERSEY DEPARTMENT OF STATE MARTIN LUTHER KING, JR. COMMEMORATIVE COMMISSION

The Martin Luther King, Jr. Commemorative Commission (MLK) is a division of the New Jersey Department of State. Its mission is to raise public awareness of Dr. Martin Luther King, Jr. teachings, ideals, and philosophy. The purpose of this grant is to advance youth focused programs and initiatives and promote personal responsibility.

### ***V-FREE* MINI-GRANT OVERVIEW**

Our nation has been witness to unprecedented acts of violence committed by youth. These tragic incidents are clear signals that our youth are crying out for help. To help address these issues, the MLK Commission administers an innovative campaign called ***V-Free***. ***V-Free*** is a comprehensive initiative created to empower New Jersey's youth and encourage personal responsibility while addressing the three "*V*'s" - violence, vandalism and victimization. The focus of the initiative is to challenge New Jersey's schools and communities to become ***V-Free*** through youth participation and by supporting the positive efforts of existing programs and activities.

The ***V-Free Mini-Grant*** program was designed to help students develop projects and promote activities aimed at fostering positive environments in their schools and communities that are free of violence, vandalism and victimization. Any student or youth group, with the help of a teacher or advisor, can apply for a mini-grant. **Funds range from \$1,500 to \$3,000 for projects taking place from January 15, 2005 through January 15, 2006.**

For more information about the ***V-Free*** initiative, visit our Web Site at [www.njmlkcommission.com](http://www.njmlkcommission.com)

### **V-FREE GRANT APPLICATION DEADLINE**

**THE V-FREE GRANT APPLICATION DEADLINE IS FEBRUARY 14, 2005.** All applications must be received in the Martin Luther King, Jr. Commemorative Commission office no later than 4:30 p.m. **(Faxed information will NOT be accepted.)**

### **ELIGIBLE APPLICANTS**

Applicants are urged to read the application thoroughly. All applicants must:

1. Complete an application for each request.
2. Be incorporated in the State of New Jersey as a not-for-profit corporation.
3. Be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501 (c) 3 of the IRS Code.
4. Comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990 barring discrimination on the basis of race, color, national origin, gender or disability.
5. Have a clearly articulated mission.
6. Not be an affiliate agency (State of New Jersey agency with exception of state elementary schools, high schools and colleges and universities.)
7. Be an equal opportunity employer.

## AVAILABLE FUNDING

Funds are awarded in amounts ranging from \$1,500 - \$3,000. ***V-Free*** grant applicants, who have demonstrated the ability to successfully develop and implement programs/projects utilizing the ***V-Free*** funding in the past, may be eligible for grants. Particular merit is given to programs and activities, which includes young people in the planning and implementation phases and encourages youth to:

- Become more personally responsible and recognize the consequences of their actions while addressing one or more of the three V's – violence, vandalism and victimization.
- Contribute to the well being of their families, schools, communities and government
- Appreciate the strength of racial and cultural diversity.

### NOTE:

- **Previous grant recipients are not automatically funded.**
- **All grant awards are dependent on available funding.**
- **Grant awardees may not receive the maximum award requested.**
- **The grant award process is competitive.**

## GUIDELINES FOR RECEIVING FUNDS

1. All phases of the project **must be YOUTH driven, targeting middle school aged youth and older.** The youth **must** be actively involved in the planning, implementation, and outcome of the project.
2. The project **must** encourage personal responsibility while addressing one or more of the three V's – violence, vandalism and victimization in a school and/or community.

## OVERVIEW OF APPLICATION PROCESS

All applicants **must use** the following forms to submit their mini-grant application. Applications not containing these forms will not be reviewed.

1. A ***V-Free Mini Grant Face Form*** that provides the MLK Commission important information about the organization and primary youth applicant.
2. A ***V-Free Mini-Grant Narrative Form*** that provides the MLK Commission with a detailed description of the applicant's proposed project and its impact on participants.
3. A ***V-Free Mini-Grant Budget Form*** that provides the MLK Commission with a breakdown of all items that will be purchased with mini-grant funds.
4. A ***V-Free Spending Guideline Form*** that provides an outline of acceptable and non-acceptable expenditures.
5. A ***V-Free Final Report Form*** provides guideline and format for the final report.

## GRANT EVALUATION

All applications are reviewed utilizing a multi-level evaluation process that includes an initial staff review for completeness, which is followed by a formal review by the grant committee.

## THE GRANT PAYMENT PROCESS

When a grant is awarded, a contract is made between the organization receiving the grant and the New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission. Once approved for funding, payments are made as follows:

- 75% of grant amount once the MLK Commission receives the grantee's original initial and/or signed financial grant documents.
- 25% of grant amount upon receipt and acceptance by the MLK Commission of the grantee's Final Report and original receipts.

1. The total amount of the receipts submitted with the final report must match the total amount of the grant award.
2. If the total amount of the receipts submitted is less than the entire amount of the grant award, the difference will be deducted from the final grant payment.
3. If the grant recipient fails to use the entire amount of the grant allocation, then **the difference between the amount allocated and the amount spent must be returned** to the New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission, in a certified or bank check.
4. Final grant payments will not be released until all grant documents have been properly completed, signed by the grantee, and received and approved by the MLK Commission.

## INTERIM REPORT

An interim report is required if the following modification(s) are made to:

- The budget
- The date of the event (No extensions will be granted past the May 30, 2005 deadline.)
- The program or project
- The facility

Interim report must be in writing and signed by the fiscal officer, adult advisor and the primary youth. Please mail all interim reports to the:

New Jersey Department of State  
Martin Luther King, Jr. Commemorative Commission  
225 West State Street, 5<sup>th</sup> Floor  
PO Box 456  
Trenton, NJ 08625-0456  
c/o **V-Free** Mini Grant

## ACKNOWLEDGEMENT OF COMMISSION SUPPORT

All grant recipients are required to acknowledge the Martin Luther King, Jr. Commemorative Commission's support of their program in **all** published materials (news releases, websites, newsletters, newspapers, brochures, flyers, radio etc.) Acknowledgement should read as follows:

**"This program was funded (by or in part by) a grant from the New Jersey Martin Luther King, Jr. Commemorative Commission of the Department of State."**

NEW JERSEY DEPARTMENT OF STATE  
MARTIN LUTHER KING, JR. COMMEMORATIVE COMMISSION  
225 WEST STATE STREET, 5<sup>TH</sup> FLOOR  
P.O. BOX 456

TRENTON, NEW JERSEY 08625-0456  
**V-FREE MINI-GRANT FACE FORM**

*(Must be typed or written legibly)*

1. Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Legislative District: \_\_\_\_
2. Organization/School Name: \_\_\_\_\_ County: \_\_\_\_\_
3. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Name of Board President/Principal: \_\_\_\_\_ Telephone: \_\_\_\_\_
- E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Applicant's Federal Tax ID#: \_\_\_\_\_ New Jersey Charity Registration #: \_\_\_\_\_
- (The check will be made out to the organization Federal Tax ID# that is utilized in the application.)**

6. Name(s) of Youth Applicant(s):

Name:	Class Position Held:	Grade:
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Name of Primary Youth: \_\_\_\_\_ Telephone: \_\_\_\_\_

8. Name of Adult Advisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Amount Requested (*min. \$1,500 – max. \$3,000.00*): \$ \_\_\_\_\_

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**To the best of my ability, I certify that the information contained in this application is factual and accurate.**

\_\_\_\_\_  
*Adult Advisor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Primary Youth Signature*

\_\_\_\_\_  
*Date*

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**V-FREE MINI-GRANT NARRATIVE FORM**

**(MUST BE TYPED)**

On a **separate** page, please answer the following questions:

**I. PROJECT ABSTRACT**

Please provide a short summary of the proposed project. If funded, the project abstract will be used as a stand-alone description of your project.

**II. PROJECT DESCRIPTION**

Please describe the purpose for the project.

1. Describe how the project will reduce any or all of the following: violence, vandalism and victimization.
2. State how the project involves youth in the planning and implementation.
3. Describe how your promotional materials will highlight **V-Free** in your school and/or community.
4. State how the project can be replicated in other schools or communities.

**III. PROJECT IMPACT**

Please describe the anticipated outcomes of your project and how it will directly or indirectly impact youth behavior. Be specific in discussing changes in attitude and/or behavior of youth participants as it relates to violence, vandalism and victimization.

**IV. PROJECT INFORMATION (Please provide information if available)**

**A.**

- ☐ One-Day Event
- ☐ Multiple-Day Event
- ☐ Extended Service Program

**B.** Please provide the date of the program and its location.

**V. PROJECT DEMOGRAPHICS**

A. In the space below, please provide the following demographic information:

- *Number of Youth Participants:* \_\_\_\_\_ *Age Range:* \_\_\_\_\_ *Grade(s):* \_\_\_\_\_
- *Number of Teachers/Educators:* \_\_\_\_\_
- *Number of Law Enforcement:* \_\_\_\_\_
- *Number of Community Members:* \_\_\_\_\_

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TRENTON, NEW JERSEY 08625-0456  
**V-FREE MINI-GRANT BUDGET FORM**

*(Must be typed or written legibly)*

<b>ITEM</b> <i>Please list each item that will be purchased with Mini-Grant funds (i.e. food, t-shirts, flyers, speaker, etc).</i>	<b>DESCRIPTION</b> <i>Briefly describe how each item will be used to implement your Mini-Grant project. Please include the <u>quantity</u> of each item that will be purchased and price per item.</i>	<b>COST</b> <i>Total cost per item.</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>TOTAL \$</b>		

***\*Duplicate this form as needed.***

**In submitting this grant proposal, you have agreed to the following terms:**

- All expenditures require an **original** receipt.
- Mini-Grant recipients must complete and submit the Grant Program and Expenditure Reports by March 15, 2006.
- Invoice(s) without a \$0.00 balance will not be accepted.
- School districts must have Business Administrator certify all copies of expenditures before forwarding to the Commission.
- The receipts from dollar stores, convenient stores, etc. must have name and address if not the name and address of the store must be printed on the front of the receipt.
- Grantee must enter into a written contract with all vendors, disc jockeys, speakers, consultants, facilitators, rental facility manager, janitorial staff, sports referee, acting coaches, etc. The contract must be on grantee's/consultant's letterhead with the following information: current date, description of service(s), date of event, cost of service(s) on an hourly basis with original signatures from both parties. This document must be submitted to the MLK Commission with the final report.
- All consultants, facilitators, speakers, acting/music coaches, etc. must provide credentials and/or resume. This information must be submitted to the Commission with the final report.
- Grantee must enter into a written contract with all speakers, facilitators, acting, music, life coaches, etc. The contract must be on grantee's/consultant's letterhead with the following information: current date, description of service(s), date of event, cost of service(s) on an hourly basis or honorarium amount with original signatures from both parties. This document must be submitted to the Commission with the final report along with the speaker's or consultant's resume or credentials.
- Speaker's fee (honorarium) exceeding \$500.00 must receive written approval from the Commission. The speaker's, facilitator's and/or coach's credential/resume must be provided to the Commission prior to receiving approval.
- The **V-Free** grant cannot be utilized for operating or administrative cost, salaries, endowments, individuals, scholarships, travel expenses, insurance coverage, political and religious activities, loans or fundraising events including dinners, benefits, athletic events, etc.
- Equipment cannot be purchased, but can be rented to accomplish your project. (Equipment includes but not limited to: tables, chairs, trashcans, computers, printers, fax, palm pilots, etc.)
- No personal items can be purchased as give a ways (Give-a-ways that are not acceptable includes but not limited to: clothing, sneakers, jewelry, perfume, etc.)
- Give-a-ways must be unisex items (Unisex items includes but not limited to: radios, portable CD, CDs, gift certificates, but each item cannot exceed \$25.00 per item/person.)
- Appreciation gift certificates for committee members and volunteers cannot exceed \$25.00 per item/per person.

**It is hereby agreed and understood that I/We have read all the terms and condition of the spending guidelines herein and agree thereto:**

\_\_\_\_\_  
**Chief Executive Officer/Principal Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Fiscal Officer/Treasurer/Business Administrator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Adult Advisor Signature**

\_\_\_\_\_  
**Date**

**Duplicate this form for your records and please return original to the Commission.**



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225 WEST STATE STREET, 5<sup>TH</sup> FLOOR  
P.O. BOX 456  
TRENTON, NJ 08625-0456

**V-FREE GRANT APPLICATION CHECKLIST**

This checklist (completed, signed and dated) must accompany the ***V-Free*** Grant Application

**(PLEASE CHECK EACH)**

- ☐ The ***V-Free*** Grant Guidelines and Application packet were read and thoroughly understood before the submission of this proposal.
- ☐ The ***V-Free*** Mini Grant Face Form is legible, completed and signed by all the appropriate individuals of your organization.
- ☐ The ***V-Free*** Mini Grant Narrative Form is legible and complete.
- ☐ The ***V-Free*** Mini Grant Budget Form is legible and complete.
- ☐ The ***V-Free*** Mini Grant Spending Guideline Form was read and thoroughly understood and is complete and signed by all the appropriate individuals of your organization.
- ☐ Adult Advisor or Principal has notified their respective Board of Education before submitting the ***V-Free*** Application to the MLK Commission.
- ☐ Supporting documents are enclosed (*if applicable*)
- ☐ Grantee has enclosed (4) four copies of the grant application along with supporting documents and materials along with (1) one original copy of the grant application and supporting documents and materials.

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Chief Executive Officer/Principal Signature

Date

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Adult Advisor Signature

Date

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Primary Youth Applicant Signature

Date

NEW JERSEY DEPARTMENT OF STATE  
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TRENTON, NJ 08625-0456  
**V-FREE FINAL REPORT FORM**  
(MUST BE TYPED)

**MINI-GRANT FINAL REPORT FORM**

The purpose of the MINI-GRANT FINAL REPORT FORM is to determine how successful the **V-Free** project was in achieving its stated purpose. All areas mentioned in the guidelines and application must be addressed in the final report. Any additional information you wish to share about the **V-Free** project is welcome.

**Mini-Grant recipients must complete and submit the Grant Program and Expenditure Reports and all original receipts are due on March 15, 2006.**

On a **separate** page, please address each of the following:

**1. Demographic Information**

Please state the number of youth who participated in your **V-Free** project. If possible include the ethnic, racial and gender breakdown of the program participants.

**2. Program Accomplishments**

Please describe the outcomes of the **V-Free** project. Provide details on how the project addressed **V-Free** in your school or community

**3. Program Impact.**

Describe the impact of your program on the youth and community.

**4. Replication**

State how your **V-Free** project can be replicated in other schools or communities.

**5. Publicity Materials**

Provide samples of publicity materials for your **V-Free** project. (Flyers, palm cards, new articles, invitations, etc.)

**6. V-Free Follow Up Activities**

Are there any **V-Free** follow up activities planned?

**7. Budget**

Please provide a final budget for your project (**spreadsheet is required.**) Columns should read Name of Business, Description of Services and Amount

**8. Receipts**

Please provide **all original receipts** for the entire amount of grant funds received. If the sponsoring organization must retain the original receipts for their records, then the Business Administrator/Fiscal Officer must forward copies of all of the receipts, and provide a letter to the Commission that explains why they must retain the original receipts and certify all receipt copies.

Youth Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_